

**CLASS TITLE: ASSISTANT DIRECTOR DCYF  
(DIVISION OF DIRECT SERVICES)**

**Class Code: 02598400  
Pay Grade: 42A  
EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the planning, developing, and administering a complete, comprehensive and integrated statewide program for the provision of day-to-day services to children and their families; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Director and/or Deputy Director with considerable latitude for the exercise of independent judgement; work is reviewed through conferences and submitted reports for compliance with policy, provisions of law, and rules and regulations, and departmental policies and objectives.

**SUPERVISION EXERCISED:** Plans, coordinates, directs and evaluates the work of a professional, technical and clerical staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the planning, developing and administering a complete, comprehensive and integrated state-wide program for the provision of day-to-day services to children and their families.

To plan, develop, direct and evaluate a case management system of services to children including:

Children in their own homes, in foster care, in specialized placements, in institutions, and in group care; children in securing permanent adoptive placements; children requiring protection from neglect or abuse; children placed by the courts on probation or parole; children having specialized service needs requiring specialized mental health care, developmental disabilities, etc; every child under state jurisdiction through court order or voluntary placement.

To work closely with the Rhode Island Court to provide services as requested to those children in the care of the Department and under the jurisdiction of the Family Court.

To assist the Director in the formulation of Department policy and procedures.

To evaluate present programs as to their effectiveness and efficiency in attaining their objectives and to prepare future plans and budget allocations based on this evaluation.

To coordinate program planning and development with other state agencies and with private organizations.

To make recommendations to the Director on program planning and implementation on budget requirements and on staffing needs.

To assist the Director in the negotiation of labor contracts with the several bargaining units.

To maintain an effective public relations program which will provide an understanding to the Department's policy and of the functions and objectives of the various programs.

To work with civic and community organizations providing social and rehabilitative services to the community.

To review existing laws, proposed legislation, rules and regulations and to make recommendations to the Director.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles and practices of public administration and the ability to apply such knowledge in the area of providing direct services to children and their families; a thorough knowledge of the State of and Federal Laws pertaining to children; the ability to plan, organize, coordinate, supervise and review the work of a staff of subordinates; the ability to evaluate the effectiveness of programs in attaining the objectives and to recommend changes to make them more effective; the ability to motivate the staff to cooperative attainment of departmental goals; the ability to administer an effective public relations program; the ability to establish and maintain effective working relationships with superiors, associates, subordinates, and the representatives of public and agencies/organizations; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation; possession of a Master's Degree in Social Work or Public Administration from a recognized institution of higher learning; and

Experience: Such as may have been gained through: considerable employment in an administrative position which involved the provision of on-going services to children.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: August 31, 1986

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